

**DELJIS CRIMINAL JUSTICE USERS GROUP  
MEETING MINUTES  
MONDAY, JUNE 12, 2017**

The DELJIS Criminal Justice Users Group was held at Dover Police Department located at Dover Police Department Public Assembly Room 400 South Queen Street, Dover DE. Ms. Bell called the meeting to order at approximately 10:07 a.m.

Those in attendance included:

Peggy Bell	DELJIS	Donna Massey	Seaford PD
Gregg Shelton	Elsmere PD	Kenneth Reichardt	Family Court
Susan Hearn	Superior Court	Karlene Khan	DTI
Renee Rigby	SBI	Cpl/3 Mark Little	DSP
Capt. Benjamin Parsons	SBI	M/Cpl Tim Hamlett	DNREC/ECU
Tammy Hyland	DIAC	Mary Beth Devine	WPD
Tracy Henderson	Wilmington PD	Marian Bhate	ODS
Kari Glanden	DelDot	Kelly Knutkowski	DELJIS
Adam Weiser	DelDot	Tammy Ketterman	Rehoboth Beach PD
Chris Chandler	UDPD		
Karen Hudson	Dover PD		

**I. REVIEW OF MEETING MINUTES**

A motion was made by Ms. Devine to approve the April 2017 CJ Users Group Meeting Minutes and seconded by Ms. Bhate. All approved. Motion carried.

**II. REVIEW OF AUTOMATED SYSTEM USAGE**

Ms. Bell reviewed the automated usage statistics with the attendees.

**III. DISCUSSION ITEMS**

- a. Review of DELJIS Status Report- Ms. Bell reviewed the project status report with the attendees (See attached). Ms. Bell stated that more computers will be processed and new computers are being installed in the JP Court police rooms.
- b. NIBRS-Ms. Rigby provided an update that the NIBRS submissions have been submitted thru April. The year-end NIBR submissions have been completed. SBI was having problems with LEISS and some of the coding but has been working with DELJIS and it has been corrected. SBI is still continuing to work with DELJIS with any issues that arise.
- c. LEISS-No new updates or concerns.
- d. E-Ticket/E-Crash- Ms. Bell advised that there have been a few instances of reports from officers of tickets scheduling the ticket a mandatory court appearance when it was not selected. DELJIS has done testing and could not duplicate this issue, so if

anyone is experiencing this problem, please contact the DELJIS help desk if you have anything that can help us research the issue.

#### **IV. NEW BUSINESS**

- a. Compliance Audits- DELJIS will be making visits to each agency to check compliance and ensuring that the location of computers with DELJIS access is in an area with only authorized personnel with direct or indirect DELJIS access. The compliance audit will also include the list of individuals who work at the agency and the agency will need sign-off on the list so it's accurate and we can be accountable for who's on the system.

Mr. Wiser with DelDot provided an update about the incident locator tool (ILT). Agencies have had questions concerning road names within the ILT. DelDot is working on these issues and should have a new ILT tool in the next few weeks. If users are finding anything that doesn't look right in the ILT, the users should send it to Ms. Bell, and then DELJIS will send it to DelDot to correct.

#### **V. PUBLIC COMMENT**

There was no public comment.

#### **VI. ADJOURNMENT**

A motion was made by Ms. Bhate to adjourn the meeting and seconded by M/Cpl. Hamlett at approximately 10:45 a.m.